



DISSEMINATION, INDEXING AND RECEIPT OF ADMINISTRATIVE COMMUNICATIONS

Directive 3 - 102

Date of Issue: July 2013 Amends/Cancel: Chapter III Sec 3
Chapter III Sec 4

I. PURPOSE

The purpose of this Directive is to establish a system to ensure the proper dissemination, indexing and receipt of administrative communications.

II. POLICY

All members of the Department of General Services Maryland Capitol Police (DGS-MCP) will take responsibility for their role in regards to the proper dissemination, indexing and receipt of administrative communications.

III. PROCEDURES

A. Detachment Commanders

1. Detachment Commanders will familiarize themselves with issues covered by General Orders, Special Orders and other Directives so they will be able to address any questions, comments or concerns presented by a member under their command.
2. Whenever a new or revised General Order, Special Order or other Directive is promulgated, the Detachment Commander will be ultimately responsible for the proper and complete dissemination of the document to all members of the Detachment.

B. Sergeants

1. Whenever a Sergeant becomes aware that a new or revised General Order, Special Order, or other Directive has been promulgated, it shall be the responsibility of the Sergeant to obtain a copy of the document.
2. Sergeants will familiarize themselves with all issues covered by all General Orders, Special Orders and other Directives so that they will be able to provide accurate, complete instruction to their subordinates and answer any questions that are presented concerning the content of any order or Directive.
3. Sergeants will make *copies*, or perform any other task that is needed, to ensure all members under their supervision receive a copy of any new or revised General Order, Special Order or other Directive. If any subordinate needs an additional copy of an order, the Sergeant will provide the member with the copy.

C. Officers

1. All members that receive a copy of a General Order, Special Order or other correspondence will be responsible for reading the document and being thoroughly familiar with the content of the document.
2. If a member does not understand something covered by the document, it will be the responsibility of that member to ask the supervisor any and all questions needed to clarify the issue. If the supervisor does not have the answer he/she will find out the answer in a timely fashion and relate that information to the subordinate.
3. If a member does not notify the supervisor of any difficulties encountered in understanding or complying with a General Order, Special Order or any Directive, it shall be assumed that the member understands the document in its entirety.

IV. MANNER OF DISSEMINATION

- A. Sergeants will obtain or make a copy for each and every member under their supervision and personally hand the copy to the member. Upon receiving the copy, the member will sign the Form 42 to show the document was read.
- B. After all subordinates have been given a copy of the document and signed for the receipt of the document, the Form 42 will be given to the Detachment Commander. This process will be accomplished in a timely fashion and without unnecessary delay.
- C. All copies of a General Order, Special Order or other Directive will be in good condition and easily readable at the time the document is disseminated to the subordinate.

V. ACCOUNTABILITY

Acknowledgement, on DGS-MCP Form 42, of receipt or appraisal of Departmental Orders, memoranda, and manual revisions by employees, shall constitute official notification of, and accountability for, such communications.

VI. INDEXING

All orders will have a numerical designator consisting of:

- A. Last two digits of the year issued.
- B. The sequential number for each type of Directive starting with the number one.

EXAMPLE

13-01

Year – Order Number